

# Agenda

## Brownfield Redevelopment Authority

### Board of Directors



City of Kalamazoo

Thursday, June 26, 2025

7:45 AM

CPED Main Conference Room - 245 N. Rose Street, Suite 100

**A. CALL TO ORDER/ROLL CALL**

**B. ADOPTION OF FORMAL AGENDA**

**C. APPROVAL OF MINUTES**

1. Approval of the minutes from the BRA meeting on May 15, 2025.
2. Approval of the minutes from the BRA special meeting on May 29, 2025.

**D. PUBLIC COMMENTS**

**E. DIRECTOR COMMENTS**

**F. NEW BUSINESS**

1. Appointment of Director Schipper to the Executive Committee and Directors Peterson, Ward and Warr to the Projects and Finance Committee.

(ACTION: Motion to appoint Director Schipper to the Executive Committee and Directors Peterson, Ward and Warr to the Projects and Finance Committee.)

2. Authorization to Reallocate Unencumbered 2025 Funds from 243 Budget to Cover Base Pay and Fringe in an Amount Not-to-Exceed \$21,500.

(ACTION: Motion to authorize the reallocation of unencumbered 2025 funds from 243 budget to cover base pay and fringe in an amount not-to-exceed \$21,500.)

**G. UNFINISHED BUSINESS**

**H. COMMUNICATIONS AND ANNOUNCEMENTS**

**I. STAFF REPORTS AND UPDATES**

**J. ADJOURNMENT**

---

---

**CITY OF KALAMAZOO  
BROWNFIELD REDEVELOPMENT AUTHORITY BOARD MEETING  
Thursday, May 15, 2025  
Community Planning and Economic Development  
245 N. Rose Street, Kalamazoo, MI 49007**

---

---

**MEMBERS PRESENT:** Jason Novotny; Sharon Ferraro; Rachel Bair; Lucas Middleton; Alonzo Wilson; Scott Petersen; T.J. Ward, Eddie Warr

**MEMBERS ABSENT:** Andrew Schipper; Kyle Gulau; Michael Gurnee

**CITY STAFF PRESENT:** Jamie McCarthy (Development Manager); \*Jessica Wood (Attorney, Dickinson Wright); Logan Mulholland (Fishbeck, Consultant); Jared Chambers (Business Specialist); Heidi Waffle (Brownfield Project Assistant); Erin Hahn (Community Investment Administrative Assistant)  
\*Attorney Wood joined virtually.

---

The meeting was called to order at 8:05 AM by Chair Middleton.

**MOTION TO EXCUSE ABSENT MEMBERS:** Director Novotny moved to excuse absent members; seconded by Director Bair. Motion approved by voice vote unanimously.

**APPROVAL OF AGENDA:** Director Ferraro moved the approval of the agenda; seconded by Director Novotny. Motion approved by voice vote unanimously.

**APPROVAL OF MINUTES:** Commissioner Wilson moved approval of minutes from the meeting of April 17, 2025 as presented; seconded by Director Bair. Motion approved by voice vote unanimously.

**PUBLIC COMMENTS**

None.

**DIRECTOR'S COMMENTS**

None.

**PUBLIC HEARING**

**1. Public hearing for an Act 381 Brownfield Plan for the Redevelopment Project at 234 and 238 E Michigan Avenue, Kalamazoo, MI.**

- a. Opening of the Public Hearing:** The public hearing was opened at 8:08 AM.
- b. Project Presentation:**

Carmen and Brian Harris, developers of the project, shared their background and vision for converting the long-vacant upper floor of the property into four one-bedroom apartments. They noted the unexpected rise in construction costs and how support from City staff led them to the Brownfield process.

Jared Lutz (Michigan Growth Advisors) provided details on the project's financials and eligible activities, highlighting the importance of the 25-year TIF revenue stream to make the project viable. He explained that eligible activities total approximately \$270,000, including asbestos abatement and major utility installation.

Logan Mulholland (Fishbeck) noted the project uses the full 30-year maximum allowed under statute (25 years for the developer and 5 for the local revolving fund) and summarized the overall plan scope.

Comments of support were offered by Directors Middleton and Ferraro, who commended the project for bringing housing back to a historic building downtown.

- c. Public Comment Period: No public comments were made.
- d. Board of Directors Comments: Included above.
- e. Closing of the Public Hearing: The public hearing was closed at 8:18 AM.

### NEW BUSINESS

1. Adoption of a Resolution Approving the Implementation of an Act 381 Brownfield Plan for the Redevelopment Project at 234 and 238 E Michigan Avenue and Recommending City Commission Adopt the Plan.

**Director Novotny moved to adopt a Resolution Approving the implementation of an Act 381 Brownfield Plan for the Redevelopment Project at 234 and 238 E Michigan Avenue and Recommending City Commission Adopt the Plan; seconded by Director Ferraro.**

Jamie McCarthy gave background on the statutory authority delegated to the Board to hold public hearings and explained the City Commission will vote on the plan's adoption at their June 2 meeting.

**A roll call vote was taken, and the motion passed unanimously.**

2. Adoption of a Resolution Approving the Development and Reimbursement Agreement Relating to 234 and 238 E Michigan Avenue, in Substantially the Form Attached, Subject to any Non-Substantive Changes Approved by the Chairperson and to Form by Legal Counsel conditioned upon City Commission adoption of the Brownfield Plan and County BRA acceptance of the Reimbursement Schedule.

Jamie McCarthy noted minor changes to the reimbursement numbers may occur pending County review and requested Board authorization for the Chair to sign the finalized agreement.

**Director Bair moved to adopt a Resolution approving the Development and Reimbursement Agreement relating to 234 and 238 E Michigan Avenue, in Substantially the Form Attached, Subject to any Non-Substantive Changes Approved by the Chairperson and to Form by Legal Counsel conditioned upon City Commission adoption of the Brownfield Plan and County BRA acceptance of the Reimbursement Schedule; seconded by Director Ferraro.**

**A roll call vote was taken, and the motion passed unanimously.**

3. Approval of an Interlocal Agreement with the Downtown Economic Growth Authority Related to the Project at 234 and 238 East Michigan Avenue, Subject to any Non-Substantive Changes Approved by the Chairperson and as to Form by Legal Counsel, and Authorizing the Chair to Sign.

Jamie McCarthy provided background on DEGA’s early support for the project and explained their legal counsel helped draft the interlocal agreement. Attorney Jessica Wood provided clarification that DEGA is stepping aside to allow full Brownfield tax capture and discussed the broader implications and long-term benefits of this decision.

**Directed Ferraro moved approval of an Interlocal Agreement with the Downtown Economic Growth Authority Related to the Project at 234 and 238 East Michigan Avenue, Subject to any Non-Substantive Changes Approved by the Chairperson and as to Form by Legal Counsel, and Authorizing the Chair to Sign; seconded by Director Novotny. A roll call vote was taken, and the motion passed unanimously.**

4. Adoption of a Resolution Approving Reimbursement Request #4 from Kalamazoo Neighborhood Housing Services in the Amount of \$22,690.

Logan Mulholland explained the request includes reimbursement for eligible activities such as unsuitable soil removal and surveying. This brings the total reimbursed under the plan to date to just over \$250,000 of the \$485,000 approved. More reimbursement requests are anticipated.

**Director Ferraro moved to adopt a Resolution approving Reimbursement Request #4 from Kalamazoo Neighborhood Housing Services in the Amount of \$22,690; seconded by Director Wilson. A roll call vote was taken, and the motion passed unanimously.**

#### UNFINISHED BUSINESS

None.

#### COMMUNICATIONS AND ANNOUNCEMENTS

None.

#### STAFF REPORTS AND UPDATES

1. Q1 Budget Reports (Fund 242 & 243).

Jamie McCarthy stated that revenues for Fund 243, the Brownfield Operating Fund, were tracking slightly behind expectations due to the timing of winter tax collections, which were anticipated to be deposited shortly after the close of the first quarter. She noted that expenses are generally on track, with most categories reflecting approximately 25% of annual spending. However, property maintenance costs were slightly elevated due to winter snow removal. The largest line item—developer reimbursements—is expected to be paid out later in the year, totaling approximately \$2.5 million.

Regarding Fund 242, the Local Brownfield Revolving Fund, McCarthy reported that projected revenues for the year are around \$240,000. These funds are primarily sourced from the final five years of tax capture from completed Brownfield plans. She explained that current and planned expenditures from this fund include property maintenance activities, a \$32,000 reimbursement to developers, and a forthcoming investment in professional contractual services to support real estate marketing efforts. McCarthy also noted that staff may be seeking volunteer support from the board in the near future to assist with consultant selection for these services.

**ADJOURNMENT:** The meeting was adjourned at 8:37 A.M. by Chair Middleton.

---

Erin Hahn  
Recording Clerk

---

Chair Signature

---

Printed Name/Chair

---

---

**CITY OF KALAMAZOO**  
**BROWNFIELD REDEVELOPMENT AUTHORITY SPECIAL MEETING**  
**Thursday, May 29, 2025**  
**The Foundry**  
**600 E Michigan Ave, Kalamazoo, MI 49007**

---

---

**MEMBERS PRESENT:** Rachel Bair; Sharon Ferraro; Kyle Gulau; Lucas Middleton; Jason Novotny; Scott Petersen; Andrew Schipper; T.J. Ward, Eddie Warr, Alonzo Wilson

**MEMBERS ABSENT:** Michael Gurnee

**CITY STAFF PRESENT:** Jamie McCarthy (Development Manager); \*Jessica Wood (Attorney, Dickinson Wright); Logan Mulholland (Fishbeck, Consultant); David Stegink (Fishbeck, Consultant) Erin Hahn (Community Investment Administrative Assistant)

---

The meeting was called to order at 8:05 AM by Chair Middleton.

**MOTION TO EXCUSE ABSENT MEMBERS:** Director Novotny moved to excuse absent members; seconded by Director Bair. Motion approved by voice vote unanimously.

**APPROVAL OF AGENDA:** Director Ferraro moved the approval of the agenda; seconded by Director Novotny. Motion approved by voice vote unanimously.

**APPROVAL OF MINUTES:** Commissioner Wilson moved approval of minutes from the meeting of April 17, 2025 as presented; seconded by Director Bair. Motion approved by voice vote unanimously.

**PUBLIC COMMENTS**

None.

**DIRECTOR'S COMMENTS**

None.

**RETREAT TOPICS**

**1. Introductions**

Staff began the retreat with a welcome and introductions. Jessica Wood, the BRA's legal counsel from Dickinson Wright, was introduced, along with Logan Mulholland and David Stegink from Fishbeck, the BRA's technical consultants.

**2. Board Governance Overview**

Jessica Wood led a refresher presentation on board governance, including the Open Meetings Act, the Freedom of Information Act (FOIA), and conflict of interest policies. She explained that FOIA requests must be processed formally through the City's FOIA coordinator and that board

communications, including emails and texts, may be subject to public records requests regardless of whether they are sent from personal devices. She emphasized the importance of separating board business from personal communication. She also provided guidance on the Open Meetings Act, noting that public deliberation and decision-making must take place in an open forum. She explained that recommending bodies are not subject to the Act, but full board actions are, and she recommended formal procedures if a quorum of board members visits a site together. In such cases, the board should consider opening a public meeting to remain in compliance. The board also received guidance on handling conflicts of interest, including the recommendation to contact legal counsel or staff if a potential conflict arises. Board members were advised to abstain from discussion and voting in cases of a confirmed conflict.

### 3. **Brownfield Policy and Act 381 Overview**

Staff and consultants provided a presentation on updates to Act 381 and current BRA policy. Fishbeck consultants explained that the Brownfield Redevelopment Financing Act was amended in 2023 to expand the definition of eligible brownfield projects to include housing. These changes allow for gap financing and other tools to support the development of housing units, especially income-qualified housing. The amendments also expanded eligible activities to include asbestos abatement up to \$250,000 and recognized MSHDA's increased role in housing-related brownfield plans. Consultants emphasized that local review of project financials is now critical, as MSHDA has shifted responsibility to local authorities for determining project need.

### 4. **Policy Review and Input**

The board participated in small group discussions to review and provide feedback on draft policy updates. In the first discussion station, board members reviewed proposed minimum criteria that projects must meet to be considered for support. These included alignment with Act 381 definitions, meeting prequalification standards for doing business with the City of Kalamazoo, demonstrating financial need, and exploring additional funding sources. Staff also proposed incorporating a checklist from Appendix A to help applicants understand expectations, noting that it is not exhaustive nor an endorsement of any service providers. There was also discussion about when the use of a consultant is required for local-only brownfield plans.

At the second station, board members discussed proposed Housing TIF Guidelines. The draft policy would require that at least 20 percent of a project's units be income- and rent-restricted and affordable to households earning at or below 100 percent of Area Median Income (AMI). These restrictions would be documented in the Development and Reimbursement Agreement and maintained during the reimbursement period through deed restrictions. Board members expressed interest in making this requirement firmer rather than a flexible guideline while maintaining some flexibility for projects. There was discussion about allowing flexibility in bedroom types and unit locations, as well as the value of promoting mixed-income housing. Board members also discussed applying these standards to phased developments and establishing minimum and maximum durations for affordability commitments.

At the third station, the board discussed monitoring and compliance expectations. The proposed policy would include annual verification of tenant incomes and rent levels for restricted units.

Board members requested additional clarity in the language to ensure that utility costs are included in the total rent calculation. An annual reporting form would also be required for state reporting.

At the fourth station, the board reviewed proposed updates related to incentive layering. Staff proposed that when interest is included in the Brownfield Plan and a tax abatement (previously referred to as an exemption) is approved by the City Commission, interest accrual and reimbursement may begin after the abatement period ends. The policy would also allow the BRA to negotiate a different administrative fee than the standard in such cases. There was a suggestion to clarify terminology by consistently referring to abatements rather than exemptions. Director Gulau raised interest in a policy for revolving fund contributions.

### **ADJOURNMENT**

Chair Middleton adjourned the meeting at 10:48 AM.



# BRA Board of Directors Staff Report

City of Kalamazoo

---

**TO:** Brownfield Redevelopment Authority Board of Directors

**FROM:** Antonio Mitchell, Director of Community Planning and Economic Development  
Prepared by: Jamie McCarthy, BRA Staff Liaison

**DATE:** June 26, 2025

**SUBJECT:** Appointment of Director Schipper to the Executive Committee and Directors Peterson, Ward and Warr to the Projects and Finance Committee.

(ACTION: Motion to appoint Director Schipper to the Executive Committee and Directors Peterson, Ward and Warr to the Projects and Finance Committee.)

## RECOMMENDATION:

It is recommended the BRA Board appoint Director Schipper to the Executive Committee and Directors Peterson, Ward and Warr to the Projects and Finance Committee.

## BACKGROUND:

In accordance with the Brownfield Redevelopment Authority's Bylaws, the Board of Directors may appoint members to standing committees to support effective governance and oversight. The Executive Committee provides leadership on organizational matters, while the Projects and Finance Committee reviews development proposals, financial plans, and incentive structures.

These appointments—Director Schipper to the Executive Committee, and Directors Peterson, Ward, and Warr to the Projects and Finance Committee—will bring both committees to five members, ensuring balanced representation and continuity of board functions. The appointments will take effect beginning with the next committee meetings in August.

## FISCAL IMPACT:

No fiscal impact is anticipated from this action.



# BRA Board of Directors Staff Report

City of Kalamazoo

**TO:** Brownfield Redevelopment Authority Board of Directors

**FROM:** Antonio Mitchell, Director of Community Planning and Economic Development  
Prepared by: Jamie McCarthy, BRA Staff Liaison

**DATE:** June 26, 2025

**SUBJECT:** Authorization to Reallocate Unencumbered 2025 Funds from 243 Budget to Cover Base Pay and Fringe in an Amount Not-to-Exceed \$21,500.

(ACTION: Motion to authorize the reallocation of unencumbered 2025 funds from 243 budget to cover base pay and fringe in an amount not-to-exceed \$21,500.)

## RECOMMENDATION:

It is recommended the BRA Board authorize the reallocation of unencumbered 2025 funds from Fund 243 budget to cover base pay and fringe in an amount not-to-exceed \$21,500.

## BACKGROUND:

There are two budget items for discussion related to the 2025 BRA (Fund 243) budget. Only one item requires board action at this time.

### 1. Contribution to Salesforce Scope of Work – No Action Required

Staff has coordinated with CPED and our Salesforce vendor on a shared Scope of Work to improve applicant intake and customer communications through the City's CRM system. The total cost is being split equally between four budgets—BRA, EDC, Economic Development, and Planning—with each contributing \$2,000. The BRA's portion will be paid from its Professional and Contractual Services budget, which currently has approximately \$17,000 in unencumbered funds available. No board action is required for this item.

### 2. Reallocation for Staff Support: Base Pay and Fringe – Action Requested

Staff recommends reallocating up to \$21,500 in unencumbered 2025 BRA funds to support base pay and fringe for two shared CPED staff positions. This opportunity allows the BRA to partner with the Housing Division to increase capacity and better align housing and incentive programs. The BRA's contribution would fund approximately 25% of two positions, or the equivalent of 0.5 FTE.

These roles will directly support BRA activities in two critical areas:

**Incentive Compliance and Monitoring:** Providing assistance with annual TIF reporting and long-term housing compliance under new state requirements.

**Financial and Grants Administration:** Supporting loan and incentive underwriting, financial review, and grants management—work that currently draws heavily on limited staff capacity.

Though the investment is equivalent to 0.5 FTE, the targeted and coordinated nature of this support is expected to deliver value beyond that by reducing bottlenecks, freeing up senior staff time, and improving program delivery.

**FISCAL IMPACT:**

Funding for this reallocation would come from a combination of unencumbered funds, including:

- Memberships and Subscriptions (\$3,000 available)
- Promotions and Advertising (\$12,500 available)
- Grants Administration tied to existing EGLE Brownfield Grants (e.g., \$25,000 remains in the Rivers Edge grant, which closes at the end of 2026)